

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday ~~November 18, 2020~~ January 20, 2021

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at ~~7:34:02~~ PM ~~via Zoom Link.~~ ~~President Klauber then suggested that Trustee Wattleworth lead the meeting as he was physically present at the meeting~~

Roll Call: ~~Trustee Wattleworth commenced with the roll call:~~

Present: Martin Klauber, Brian Wattleworth & Donna Budil

Other ~~Officials~~-Present: Meganne Trela of Ottosen, DiNolfo, ~~Doug Taveime of Dam, Snell & Taveime, Ltd.,~~ Chief Kavanagh & Jodi Luka of the Village of Gurnee, ~~Lt. John Rijkje, Station #2 and Patrick Trechambahl, Firefighter #2.~~

Public Comment: None

Approval of Minutes: ~~Trustee Budil~~ President Klauber made a motion to approve the ~~September 16~~ November 18, 2020 meeting minutes as submitted. Trustee ~~Wattleworth-Budil~~ seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

REPORTS

President's Report:

President Klauber had nothing to report at this time.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Report. ~~Trustee Wattleworth stated that current WWFPD assets total just over 6.5M. High balance due to it being the end of year and the CARES act deposit. Trust Wattleworth noted that the CARES Act funds and a regularly scheduled Village payment would be sent to the Village soon. -Trustee Wattleworth stated noted that 1.5M had been transferred transfer from the 606 Harris account to the PMA account are included on the report and that WWFPD assets remain in a variable account as opposed to fixed rate account at this time. -Trustee Wattleworth stated that with interest rates being minimal at this time no new investments have been made though he intends to explore investment opportunity prior to the next meeting. Total assets for the WWFPD currently are approximately 6.3M.~~

~~Trustee Budil~~ President Klauber made a motion to approve the Treasurer's Report as presented. ~~President Klauber~~ Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 3 Nays: 0 Motion carried: 3/0

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Trustee Wattleworth next presented a Statement of Expenditures. Trustee Wattleworth noted that there were no unusual expenses and that the \$39.02 to Paramedic Billing Services should be the final payment was \$40.00 payment to the IRS and that the payment to Stryker and the Village had been previously approved.

| <u>Proposed Expenditures</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|---|----------------------------------|-----------------------------------|---|
| Beverly Shannon | 9/16/20 11/18/20 | Recording Secretary | \$180.00 |
| Ottosen, Britz, Kelly, Gilbert | 10/31/20 11/30/20 | Legal | \$2767.50 2207.50 |
| Andres Medical Billing | 10/9-11 12/8/20/10/20 | Billing Services | \$2802.02 3818.56 |
| Dam, Snell & Taveirne | 10/31/20 | CPA | \$8140.00 |
| Trustee Wattleworth Cyber Construction | 10/12/20 12/31/20 | MS 365 License IT Help | \$180.00 27.50 |
| Paramedic Billing Services | 9/20/20 11/30/20 | Billing Services | \$39.20 157.45 |
| NIAFPD | 9/30/20 | Membership Dues | \$424.00 |
| Village of Gurnee | 12/1/20 | WWFPD Contract | \$1,043,266.21 |
| US Treasury – IRS | 1/31/21 | 940 Return | \$40.50 |
| Stryker Sales Corp | 11/19/20 | Monitors-Defib Eqpt. | \$125,650.14 |
| Total | | | \$14,108.721,175,771.86 |

~~Trustee Budil~~President Klauber made a motion to accept the Statement of Expenditures. ~~President Klauber~~Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

Secretary’s Report:

Trustee Budil had nothing to report at this time.

Fire Chief's Report:

Chief Kavanaugh encouraged trustee to drive by the Station #3 site noting that the bulk of work going on until next spring will be on the interior due to weather. Station #3 is projected to be finished by September 2021 with a move-in date in October. The Chief is very happy with the project management and progress thus far.

Vaccine update: Chief presented a video of the progress of Station #3. As of today, the footers and plumbing have been installed and the block walls are partially completed. Next week the sewer and water are scheduled to be connected. The Chief stated that construction is on schedule and that the project manager is very happy with the subcontractors work and collaboration and encouraged the board members to drive by noting that he will schedule a tour of the site when it is safe to do so.

Next Chief Kavanaugh stated that there has been an uptick in responses to Covid-19 calls and that the number is back to the levels seen in Spring of 2020. The Chief noted that while the calls have increased the severity of illness in those infected is reduced. Chief Kavanaugh stated that a few department employees had tested positive for the virus, but all have recuperated and are back to work. Chief Kavanaugh approximately 60% of the department has received both shots. Elected officials (including the WWFPD board members and Mayor's office personnel) have been moved down to the 1C group to be vaccinated. The Chief will contact trustees when they are eligible.

Ret. Sam Dada passed away. He was the first full time Fire Chief in Gurnee. He served from 1948-1989 and maintained deep roots in the community. Due Covid-19 there are no public services to announce. The fire stations have put up black bunting outside of the buildings in honor of his passing. also stated that should the board members want the Covid-19 vaccine when it becomes available he would be able to add their names to his list of essential workers.

Fireman Trechambahl demonstrated the capabilities of one of the (5) new heart monitor/defibrillation equipment that was purchased through the WWFPD with the help of CARES Act funding. One has been installed in each ambulance. The (3) older models have been put on the fire engines. The new equipment has many more ways to access and monitor a patient than the previous models. They can send reports in real time to the receiving hospital resulting in faster and more informed care from the beginning of a call. Chief Kavanaugh thanked the board for helping procure this equipment for the department.

The Chief did not report on structure fires occurring since the last board meeting but did note that personnel had been called out to help with wildfires that had erupted with the high winds experienced in the area.

Attorney's Report:

NIAFPD Conference – Mandatory for all Board Members.

—Register by 1/23/21 for 4-hour virtual conference on 1/30/21. Trustees sign up and will be reimbursed. Ms. Trella stated that the business she needed to address would come up later in the meeting.

a. ___

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Old Business:

a. Ambulance Billing complaints: None

b. Annexations: None

c. Ordinance 2021-01

Ordinance providing for the abatement of portions of the year 2020 Tax Levy of the WWFPD. Ms. Trela in coordination with President Klauber and with the agreement of Mr. Taveirne WWFPD – CPA) drew up the Ordinance for Abatement in the amount of 500K to be taken out of both WWFPD funds equally. The amount will be deducted from the 2020 tax levy that has already been filed. Trustee Wattleworth asked how this will show up in the WWFPD finances. Ms. Trela stated that since the tax bills have not been sent yet (they are typically mailed in March), the decreased amount will be reflected in future payments to the WWFPD. President Klauber asked if a press release can be generated to make the public aware of the abatement. Chief Kavanaugh stated that he will work with the Village to make that happen.

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President Klauber made a motion to approve, Ordinance 2021- 01:

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Trustee Wattleworth seconded the motion. A roll call was taken:

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Ayes: 3 Nays: 0 Motion carried: 3/0

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~~b. Ms. Trela will have the trustees sign the required paperwork after the meeting and file with the appropriate agency.~~

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~~e. Mr. Taveirne distributed copies of the 2020 audit report to the board members for required signatures. Ms. Trela stated that with Covid-19 policies in place she would remotely file the document as opposed to going to the County office as in years past.~~

New Business:

a. Ordinance 2020 O 02, Ordinance Levying and Assessing Taxes of the Warren Waukegan Fire Adopt 2021-2022 WWFPD meeting schedule. WWFPD to be held the 3rd Wednesday, every other month, 6PM at Station #2. Ms. Trela will issue public notice.

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President Klauber made a motion to approve the 2021-2022 meeting schedule for the WWFPD:

Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

b. Review and consider 2021 budget process:

Ms. Trela will put together a draft to be reviewed at future board meeting.

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~~a. Protection District Lake County, Illinois for 2020,~~

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~~This ordinance keeps the levy at the standard amount. The trustees, Ms. Trela and Mr. Taveirne discussed the timing, possible amount, and prudence of an abatement. Ms. Trela noted that an abatement could be voted on and put into effect at the January 2021 board meeting if a determination is reached in the interim.~~

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Trustee Budil made a motion to accept the Ordinance Levying and Assessing Taxes of the Warren-Waukegan Fire Protection District Lake County, Illinois for 2020. President Klauber seconded the motion. A roll call was taken:

Ayes: 3 ————— Nays: 0 ————— Motion carried: 3/0

b. CARES ACT:

- i. Application
- ii. Agreement
- iii. Approval

The CARES ACT allows the WWFPD to receive money to be used specifically for the residents of the district and only for Covid-19 related relief. Many other districts/entities have had to use the funds for salaries as well as equipment. Fortunately the WWFPD is in the unique position to be able to take the entire 126K the CARES ACT would provide and purchase heart monitors that will then be “donated” to the Village of Gurnee to help with the treatment of Covid-19 infected residents.

Ms. Luka of the Village of Gurnee provided a copy of the purchase order for equipment that will be processed upon receipt of the funds by the WWFPD as well as the necessary paperwork to apply for the CARES ACT funding.

The request requires three motions to be approved by the WWFPD board:

Trustee Wattleworth made a motion to approve the CARES ACT funding application. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3 ————— Nays: 0 ————— Motion carried: 3/0

Trustee Wattleworth made a motion to approve the Intergovernmental Agreement Covid-19 Relief Fund. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3 ————— Nays: 0 ————— Motion carried: 3/0

Trustee Wattleworth made a motion to approve the purchase of cardiac monitors and related equipment in the amount of \$125,650.14 with the CARES ACT funds for the treatment of Covid-19 by the residents of the WWFPD. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3 ————— Nays: 0 ————— Motion carried: 3/0

The appropriate documents were signed by Trustee Wattleworth and attested to by Trustee Budil.

- e. Review and approve Dam, Sell & Taveirne, Ltd. engagement letter for financial reports, the general ledger and payroll tax work.

Trustee Budil made a motion to approve Dam, Sell & Taveirne, Ltd. engagement letter for financial reports, the general ledger and payroll tax work. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

Trustee Wattleworth thanked Mr. Taveirne for his continued assistance noting that his professionalism and organization helped him greatly as the treasurer of the WWFPD.

Closed Session: None

Action Items from Closed Session: None

Review agenda for next meeting ~~January 20~~ March 17, 2020:

- ~~Abatement Discussion~~ Official transfer of new heart monitors to Village
- ~~Set schedule for 2021-2022 WWFPD board meetings~~ [AFPD renewal
- ~~Draft budget~~
- ~~_____~~

Having no further business to come before the board, ~~Trustee Budil~~ President Klauber made a motion to adjourn the meeting at ~~8:21~~ 6:44 PM. Trustee ~~Wattleworth~~ Budil seconded the motion. A roll call was taken:

Ayes: 23 Nays: 0 Motion carried 23/0

Donna Budil
Secretary, Board of Trustees
Warren-Waukegan Fire Protection District

Date minutes approved

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